

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 24th day of September 2014 at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman
Commissioner James Riester, Vice-Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe
Commissioner Sylvia Virtuoso

EXCUSED: Commissioner Wright H. Ellis

ALSO PRESENT: Anthony M. Hahn, Administrative Director, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Robert P. Lannon, CRA Infrastructure & Engineering
Thomas W. Blodgett, CRA Infrastructure & Engineering
Anthony J. Nemi, Liaison, Niagara County Legislature
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1

Chairman Smith called the meeting to order at 3:32 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the minutes of the August 27, 2014 meeting be approved as presented. This motion was carried.

Upon motion duly made by Dennis Brochey and seconded by James Riester, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	32.10
Dig Safely	Digging Notifications	57.00
Frontier	Mapleton Rd PS	56.08
National Fuel	Plant	47.23
National Fuel	Shawnee Rd PS	27.82
National Fuel	Townline Road PS	104.84

National Grid	Elec Dist. - East Canal PS	1,176.07
National Grid	Elec Dist. - Mapleton Rd	393.83
National Grid	Elec Dist - Moyer Lift	52.12
National Grid	Elec Dist - Plant	7,727.01
National Grid	Elec Dist - Shawnee Road	173.28
National Grid	Elec Dist - Tonawanda Creek Rd PS	418.83
National Grid	Elec Dist - Townline Rd PS	812.02
National Grid	2044 Niagara Falls Blvd (meter)	21.68
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (June 2014)	375.76
Niagara County Public Works	Elec Supply - Mapleton PS (July 2014)	135.91
Niagara County Public Works	Elec Supply - East Canal PS (July 2014)	1,146.69
Niagara County Public Works	Elec Supply - Moyer Lift (July 2014)	33.31
Niagara County Public Works	Elec Supply - Shawnee Rd (July 2014)	104.15
Niagara County Public Works	Elec Supply - Townline Rd (July 2014)	534.68
Niagara County Public Works	Elec Supply - Plant (July 2014)	15,329.57
NYSDEC	SPDES Municipal Fees	15,000.00
Time Warner	Internet	758.17
Town of Wheatfield Water	Utilities Water - Plant	1,075.05
Verizon	East Canal	24.92
Verizon	Moyer Lift PS	24.92
Verizon	Plant	137.54
Verizon	Rapids Rd PS	24.90
Verizon	Shawnee Rd PS	24.57
Verizon	Tonawanda Creek	29.29
Verizon	Townline Road PS	24.92
Verizon Wireless	Cellular Phone	64.60
WNY Occupational Medicine	Physical & Drug Testing Charges	97.00

TOTAL

\$ 46,066.88

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Allied Waste	Sludge Disposal	14,428.88
Allied Waste	Recycling Service	37.73
Beau Enterprises	Tree Removal	1,550.00
Buffalo Courier Services	Delivery Service to Rochester Lab	1,104.00
CEM Services	Transit Road Emergency Asbestos Removal	5,300.00
CRA	July Monthly Retainer	750.00
CRA	Misc. Project Assistance/SCADA (Project #630191)	24,087.50
CRA	2014 I/I Project (Project #631071)	8,910.00
CRA	2014 Roof Replacement (Project #631067)	1,913.50
CRA	SPDES Permit Compliance (Project #631076)	18,243.00
CRA	NCSD Mapleton Rd. P.S. Rehab Project #631047	609.00

Empire State Mechanical Contractors, Inc.	Clarifier Baffle Improvements	17,100.00
Evoqua	Lab Grade Water	168.51
Farley Riggers & Movers, Inc.	Crane Service to remove pump for repair at East Canal P.S.	324.00
Fisher Scientific	Lab Supplies	1,296.53
Gui's Lumber	Maintenance Supplies	60.96
Hahn, Anthony	Travel Mileage	98.56
Idexx Laboratories	Sealer for Enterococci Test	3,994.60
Isle Chem	Lab Analysis	1,329.00
JP Industrial Supply	Maintenance Supplies	62.70
K & K Janitorial Service, Inc.	General Cleaning for September 2014	390.00
Koester Associates	Pump Lobe Kit BR/Evaluate & repair priming system at Shawnee Rd PS and repair motor at East Canal Rd PS	2,247.17
Krackeler Scientific, Inc.	UV Lamps & Viewing Cabinet	255.94
Kroening, Carl	2014 Clothing Allowance	400.00
Laerdal Medical Corporation	1st Aid CPR & AED Student Workbook	64.75
Lakes Pipe & Supply Corp	Maintenance Supplies	998.94
Lozier	Laboratory Services	280.00
Modern Corporation	Dumpsters	175.27
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
Napa Auto Parts	Ring Terminal	4.16
New York State Department of Health	Laboratory Approval Fee	775.40
7N5-Praxair Distribution Inc.	Maintenance Supplies	103.85
Proefrock, Marlin	2014 Clothing Allowance	400.00
PVS Technologies, Inc.	Ferrous Chloride	5,611.83
Rexel	9 Volt Batteries	16.38
Safety Kleen	Parts, Washer Service	211.70
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Staples	Office Supplies	96.81
TECsmith Inc.	Emergency CCTV - Transit & Robinson Roads & at the Plant	1,800.00
Timkey, John	2014 Clothing Allowance	400.00
University Enterprises, Inc.	Operation of Wastewater Treatment Plant Volume I&II	294.00
Vona, P. Andrew	Monthly Retainer-August 2014/Legal Services	2,500.00
WW Grainger Inc	Maintenance Supplies, chain link, steel wire cap, hose clamp, spring snap, cable, suction hose, couplers, adapters, storage cabinet	2,871.04
Water Environment Federation	Standard Methods 22 Edition of Water & Wastewater	209.67
Watson Marlow	Marprene Tubing	994.05

TOTAL

\$ 122,743.43

TOTAL FORWARDED

\$ 46,066.88

TOTAL APPROVED O&M

122,743.43

GRAND TOTAL APPROVED

\$ 168,810.31

This motion was carried.

Review of the August 2014 Financial Report showed an Operation and Maintenance balance of \$7,773,453.70. Upon motion duly made by James Riester and seconded by Sylvia Virtuoso it was resolved that the Sewer District's August 2014 Financial Report be approved as presented. This motion was carried.

Communications:

1. Labor Negotiations - Mr. Hahn reported that due to a scheduling conflict, the Teamsters had notified us of the need to cancel the planned September 30th negotiation session. The rescheduled date is Friday, October 24th.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

1. Gear Box Replacement, Return Sludge Pump #3, Treatment Plant - Mr. Timkey reported that he has reviewed three quotes for a replacement gearbox and motor for return sludge pump #3 for the treatment plant. Mr. Timkey stated at the June board meeting that he needed to evaluate the reliability of the equipment included with the apparent low quote before presenting his recommendation to the board. Mr. Timkey stated that he was now comfortable with the lowest quote made by Moley Magnetics and requested board authorization to purchase the Return Sludge Pump Gearbox & Motor Replacement - Non OEM, parts and labor for Pump #3, from Moley Magnetics at the cost of \$7,840.68.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request of

the purchase of a Return Sludge Gear Box & Motor Replacement - Non OEM, parts and labor from Moley Magnetics at the cost of \$7,840.68. This motion was carried.

Administrative Director's Report:

a. Public Hearing Notification regarding Sewer District Assessment - Mr. Hahn reported that the District is responsible for notifying property owners subject to special assessments of the public hearing regarding the 2015 budget. In the past, postcards have been sent to property owners in the towns of Pendleton, Lewiston and Wheatfield with assessments of \$300,000 and above. He is requesting the assessment value to be raised this year to \$350,000. Mr. Hahn requested board authorization to send out said notifications for this year.

Upon motion duly made by James Riester and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Hahn to notify property owners, subject to special assessments and with assessed values of \$350,000 and above in the towns of Lewiston, Pendleton and Wheatfield, of the Public Hearing regarding the 2015 county budget. This motion was carried.

b. 2015 Budget - Mr. Hahn reported that submitted his 2015 budget in a meeting with Jeffrey Glatz, Niagara County Manager and Daniel Huntington, Office of Budget and Management. He stated that the District's 2015 tax increase is 1.00% and that the last eight year average was 1.145%. Mr. Hahn stated that the 2015 county budget was coming in at an increase of 3.4%. Mr. Hahn will give an update at the October administrative board meeting.

c. Preliminary Tax Computation Schedule - Mr. Hahn reported that he spoke with John Schoemaker from the Office of Real Property Tax Services. Mr. Schoemaker will have completed his numbers by the beginning of next week. Mr. Hahn stated after he receives the schedule from Mr. Shoemaker, that he would contact each commissioner regarding their individual town's EDU numbers.

d. Emergency Repair Contract - Mr. Hahn stated that the District needs to update the verbage and re-bid the RFP's on our Utility/Collection System – Emergency Repair contract due to the Town of Lockport Transit Road sewer line break. The contracts are due to expire on December 31, 2014.

e. Niacet Agreement - Mr. Hahn reported that Niacet's agreement is expiring on 11/19/2014 and that he was working with Mr. Salvatore D'Angelo of Niacet to discuss a new contract with the Sewer District. He presented a draft of the new agreement indicating the proposed new rates and other revisions. Mr. Hahn stated that Mr. D'Angelo would review said draft with the appropriate personnel at Niacet and that he would submit the proposed contract to the board at the next meeting.

f. Billboard - Lamar Advertising - Mr. Hahn reported that the District received a check in the amount of \$728.02 which is 20% of their total revenue received above the guaranteed \$1,500 amount which Lamar agreed to pay in our negotiations last November.

g. Maintenance HVAC - Mr. Hahn reported that our HVAC Preventative Maintenance agreement is expiring. He stated that three quotes were received and Wrate Mechanical Services, Inc. came in at a significantly lower rate and also noted that they are a Niagara County based business. The estimate quoted was \$650 for the year. The scope of work included: PM 1 furnace and 3 rooftop units twice a year; in spring check AC system, change filters, adjust/change belts & clean AC coils; In fall check heating system, change filters, adjust/change belts & clean combustion chamber; Includes cost of filters & belts. Mr. Hahn requested board approval to accept the estimate from Wrate Mechanical Services, Inc. dated September 22, 2014 for Preventative Maintenance on the District's HVAC equipment in the amount of \$650 per year.

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the estimate dated September 22, 2014 from Wrate Mechanical Services, Inc. for Preventative Maintenance on the District's HVAC equipment in the amount of \$650 per year. This motion was carried

h. Town of Lewiston Sewage Treatment Plant - Mr. Hahn reported that he had a discussion with Mr. Brochey regarding the feasibility of NCSD #1 taking on the operations and maintenance of the Town of Lewiston Sewage Treatment Plant, and a possible full consolidation of the Town Sewage Treatment Plant with the County. Mr. Brochey stated that he was investigating ways to make the Lewiston Sewage Treatment Plant operations more efficient and cost effective. Mr. Smith requested Robert Lannon from CRA, Mr. Brochey and Mr. Hahn begin informal discussions on the matter with respect to potential feasibility and report back at the next board meeting.

i. Vacuum Truck Bid - Mr. Hahn reported that sealed bids were received for the purchase of a new 2014 Truck - Mounted Combination Sewer Cleaner. Mr. Hahn stated that the low bid received was from Cyncon Equipment Inc. in the amount of \$337,997.00 which was under the budgeted amount of \$375,000. We will begin the sale of our current vacuum truck in February 2015. Mr. Hahn requested board approval for the purchase of a Super Products LLC, 2014 Camel 1200 Truck - Mounted Combination Sewer Cleaner with a delivery date of 180 days.

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the purchase of a Super Products LLC, 2014 Camel 1200 Truck - Mounted Combination Sewer Cleaner from Cyncon Equipment Inc. in the amount of \$337,997.00 with a delivery date of 180 days. This motion was carried.

j. Wet Well - Mr. Hahn reported that the District has temporarily labeled the Influent Screen Building a permit required confined space. Mr. Vona stated that due to ongoing personnel issues being discussed on the matter, he suggested that the administrative board enter into executive session.

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Board adjourn to executive session to discuss personnel issues. This motion was carried.

Upon motion duly made by Robert B. Cliffe and seconded by Sylvia Virtuoso, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

Engineering Report:

1. General Retainer (CRA Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services
 - Transit/Robinson Road Interceptor Emergency repair assistance
 - BOARD ACTION REQUESTED – None
2. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
 - Next steps, implementation of priority projects, O&M projects, and schedule for approved plan
 - BOARD ACTION REQUESTED – None
3. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
 - Waiting on equipment lead time/delivery for construction to commence
 - BOARD ACTION REQUESTED – None
4. WPCC 2014 Roof Replacement Project (CRA Project No. 631067)
 - Onsite construction activity through October. Contract completion date is November 8th
 - BOARD ACTION REQUESTED – None
5. 2014 District I/I Project – Manhole Inspection Program (CRA Project No. 631071)
 - Field inspections and database work continuing
 - BOARD ACTION REQUESTED – None
6. 2014 SPDES Permit Schedule of Compliance Action Items (CRA Project No. 631076)
 - Clarifier baffle project submittals reviewed, construction expected in November 2014
 - Flow Study Work Plan due to NYSDEC by October 1, 2014. Mercury Minimization Program draft plan under final review. Base plant hydraulic and process modeling complete
 - **BOARD ACTION REQUESTED – Authorization to submit Plant Flow Study Work Plan to NYSDEC**

Mr. Lannon reported that a draft of the Plant Flow Study Work Plan was complete and distributed to the Board for their review. Mr. Lannon asked for Board approval to submit the Plant Flow Study Work Plan to the NYSDEC under requirement of the District's SPDES permit by October 1, 2014.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board

approval to CRA to submit the Plant Flow Study Work Plan to the NYSDEC under requirement of the District's SPDES permit by October 1, 2014. This motion was carried.

Attorney's Report:

Mr. Vona stated that there was nothing new to report this month.

New Business:

1. November and December Administrative Board Meeting – Due to the Thanksgiving and Christmas holiday being late this year, the board is moving the November meeting to Wednesday, November 19th and the December meeting to Wednesday, December 17th.

2. Town of Pendleton I/I Project – Mr. Riester presented to the board a request that the Town of Pendleton be reimbursed \$12,150.00 towards the rehabilitation of six manholes using the SpectraShield Liner System by Advanced Rehabilitation Technologies LLC.

Upon motion duly made by Robert B. Cliffe and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the request of Mr. Riester request for the Town of Pendleton to be reimbursed \$12,150.00 towards the Meadowbrook Subdivision Manhole Rehabilitation I/I Project for 2014. The project entails the rehabilitation of six manholes of interest with a depth of approximately 9 feet using the SpectraShield Liner System by Advanced Rehabilitation Technologies LLC. This motion was carried.

3. Summer Help - Mr. Hahn reported that he would like to keep one summer help worker on payroll for an additional month and that there were funds in the budget. Mr. Hahn requested board authorization to extend one summer help worker on payroll for one additional month.

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the request of Mr. Hahn to extend one summer help worker on payroll for one additional month. This motion was carried.

Adjournment:

Upon motion duly made by James Riester and seconded by Robert B. Cliffe the meeting adjourned at 4:25 p.m.